

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

January 12, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-37

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: 2016 Tax Withholding for Non-Resident Aliens

Effective January 1, 2016, Non-Resident Alien employees with the "Non-Resident tax calculation" indicator on IT0210 will have their federal tax withholding calculated using the tax withholding procedure published in the [2016 IRS Publication 15, Circular E, Employer's Tax Guide](#). In LaGov HCM, Non-Resident Aliens are those employees with a residence status on IT0094 of "Alien Authorized to Work". Non-Resident Alien students from India are not subject to this procedure.

For 2016, the biweekly amount that will be automatically added to Non-Resident Alien employee wages before taxes are calculated is \$86.50. This additional amount does not represent wages, is not paid to the employee, will not be reported on the employee's W-2 as wages, and will not appear on the employee's remuneration statement.

Reminder: All Non-Resident Alien employees are required to complete a new [Form W-4](#) (Employee's Withholding Allowance Certificate) or [Form 8233](#) (Exemption from Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual) annually, as applicable. Refer to the [Non-Resident Alien \(Alien Authorized to Work\) Procedures](#) on the [OSUP Procedures](#) page for additional information.

Any questions regarding tax withholding procedures for Non-Resident Aliens (Aliens Authorized to Work) should be directed to a member of the OSUP Wage & Tax Administration Unit at or _DOA-OSUP-WTA@la.gov (225):

Tiko Ary 342-1651
Gary Bennett 342-1652
Wendy Eggert 342-0714

Cindy McClure 342-5346
Michelle Richmond 342-2053
Tracy Smith 219-0191

APH:THA/mfr